



Department of Toxic Substances Control

Edwin F. Lowry, Director
400 P Street, 4th Floor, P.O. Box 806
Sacramento, California 95812-0806



Winston H. Hickox
Secretary for
Environmental
Protection

Gray Davis
Governor

GUIDELINES FOR INSPECTION OF PUBLIC RECORDS

All public records of the State Department of Toxic Substances Control which are subject to disclosure under the provision of the California Public Record Act (Government Code Section 6250-6260), are open to inspection by the public during the normal office hours of the office where those records are located. However, certain Department records are confidential, e.g., patient records, attorney-client privilege, trade secret, personnel records, etc., and, by statute, may not be released to the public. These related statutes are available for review upon request in the offices concerned.

Any person who wishes to inspect a public record may present his or her request to the receptionist; ***the request may also be made by mail or fax***, to the office where the records are located. The requester must identify the requested records by a specific brief description and approximate date. ***No record may be removed from the office***. The requester may obtain a copy of a specific identifiable public record which is subject to disclosure. However, the Department cannot provide copies of large or voluminous numbers of records.

A request for a copy of an identifiable public record, information produced from it, or a certified copy must be accompanied by payment of the described statutory fee where applicable. If there is no certification required, ***a minimum departmental fee of \$.15 per page will be charged***. Cost of mailing (first class) will be charged to those receiving the material, unless the requester makes other arrangements. The requester may produce a public record by his/her own means subject to the limitation that ***no record is removed from the office*** and the record is not damaged by reproduction equipment.

The Department has ten working days to respond to the request by telephone, letter or fax.

The Department may temporarily deny or restrict inspection of public records under any of the following circumstances. The Department has ten working days to respond to the request by telephone, by letter or fax.

1. The records are, at that particular time, required by staff of the Department or other state official to perform their duties.

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2. The Department has reason to fear defacement or other injury to the records and it is not possible to supervise the inspection of the records at that particular time.
3. Other members of the public are waiting to inspect the records.
4. An individual is monopolizing certain records to the detriment of other members of the public who wish to inspect the same records.
5. An unusual amount of time will be required to locate the records.

List of field offices and counties:

Sacramento: Department of Toxic Substances Control
 10151 Croydon Way, Suite 3
 Sacramento, CA 95827-2106
 (916) 255-3545
 255-3696 (fax)

Counties:

Alpine	El Dorado	Mono	San Joaquin	Stanislaus	Yolo
Amador	Glenn	Nevada	Shasta	Sutter	Yuba
Butte	Lake	Placer	Sierra	Tehama	
Calaveras	Lassen	Plumas	Siskiyou	Trinity	
Colusa	Modoc	Sacramento	Solano	Tuolumne	

Clovis: Department of Toxic Substances Control
 1515 Tollhouse Road
 Clovis, CA 93611
 (559) 297-3901
 297-3904 (fax)

Counties:

Fresno	Mariposa
Inyo	Merced
Kern	San Luis Obispo
Kings	Tulare
Madera	

Berkeley: Department of Toxic Substances Control
700 Heinz Avenue, Suite 200
Berkeley, CA 94710-2721
(510) 540-2122
540-3738 (fax)

Counties:

Alameda	Mendocino	San Mateo
Contra Costa	Monterey	Santa Clara
Del Norte	Napa	Santa Cruz
Humboldt	San Benito	Sonoma
Marin	San Francisco	

Glendale: Department of Toxic Substances Control
1011 N. Grandview Avenue
Glendale, CA 91201
(818) 551-2800
551-2841 (fax)

Counties:

Los Angeles (partial)
Santa Barbara
Ventura

Cypress: Department of Toxic Substances Control
5796 Corporate Avenue
Cypress, CA 90630
(714) 484-5300
484-5302 (fax)

Counties:

Imperial	San Diego
Los Angeles (partial)	
Orange	
Riverside	
San Bernardino	

Headquarters: Department of Toxic Substances Control
400 P Street
P.O. Box 806
Sacramento, CA 95812-0806
(916) 322-0476
327-0978 (fax)